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**Dental Services**

**MANAGING AIR FORCE DENTAL SERVICES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes policies and procedures for dental services at Vandenberg AFB. It prescribes treatment capabilities, states who is authorized treatment, and explains how to access treatment. It applies to all active duty and retired military personnel, their family members and other authorized personnel. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority is in Title 10, U.S.C., Chapter 55. Systems of Records Notices F044 AF SG. The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 37-160, Volume 8, *The Air Force Publications and Forms Management—Developing and Processing Forms*, affects this publication.

**SUMMARY OF REVISIONS**

The revision of this publication reflects process changes necessitated by the recent closure of the 30th Medical Group's Emergency Room.

**1. Responsibilities:**

- 1.1. The Commander, 30th Dental Squadron has overall responsibility for the administration of Dental Health Services Activities.
- 1.2. Squadron Monitors are responsible for scheduling and canceling all personnel on the "examination due" roster.

**2. Procedures for Receiving Routine Care.** Treatment is by appointment and patients must have an initial evaluation before treatment can begin.

**2.1. Active Duty Personnel:**

- 2.1.1. Dental examinations are scheduled per AFCSM36-699, Volume 1, Chapter 5, *Personnel Data Systems*.

2.1.2. Personnel identified for examinations will report to the Dental Clinic during the action month as directed by their squadron monitor.

2.1.3. Dental Services will assist squadron monitors with appointing personnel due an examination and update the master Personnel Records Group.

2.1.4. If additional dental appointments are necessary, Dental Services will initiate AF Form 490, **Medical/Dental Appointment**, and schedule the appointment.

## **2.2. Non-active Duty Personnel:**

2.2.1. Non-active duty personnel are encouraged to participate in the dental insurance programs currently available. Emergency care is available to all eligible beneficiaries and limited standby care is also offered.

2.2.2. Eligibility verification will be performed through the Defense Enrollment Eligibility Reporting System (DEERS) and/or the sponsor's Leave and Earnings Statement (LES). Use of the LES must be voluntary on the sponsor's part.

2.2.3. Sponsors who are alerted for an overseas assignment and whose families are not enrolled in the TRICARE Family Member Dental Plan (TFMDP) are required to contact the Base Dental Clinic as soon as possible for an examination appointment. If dental treatment is indicated, the sponsor will be encouraged to have the care completed prior to departing for the assignment, as care may be limited overseas.

2.2.4. Space available dental care is extremely limited both in time available and type of procedures offered. If family members are determined to be in Dental Class 3 as defined in AFI 47-101, **Managing Air Force Dental Services**, they must be considered for delay actions. If dependents are enrolled in the TFMDP, they are encouraged to complete all needed dental treatment before they leave the area.

## **3. Emergency Dental Treatment:**

3.1. Sick call for all patients is 0730 and 1230, Monday through Friday. Emergency care for other than active duty may only consist of palliative treatment and referral to their civilian dentist at no cost to the government.

3.2. During the duty day individuals may be seen at any time for relief of pain or injury. After normal duty hours, patients with emergencies should contact the Triage Nurse at 1-888-252-3299. Patients having non-emergent problems are requested to use the normal sick call hours as stated above.

## **4. Appointment Scheduling and Cancellations:**

4.1. The Dental Clinic schedules needed appointments for military members on AF Form 490 and sends one copy to each organization requesting verification of the appointment.

4.2. Active duty family member examination appointments will be done on a space available basis.

4.3. Examinations for retired military personnel and their family members will be done on a space available basis.

4.4. Appointments must be canceled as far ahead of time as possible, with a minimum of one duty day notice.

4.5. Organizations will be advised on the non-attendance of the individuals assigned to their squadrons. Broken Appointment Notification Memorandums will be sent.

## **5. Priority of Care:**

**5.1. Dental Services.** The primary mission is to ensure the dental needs of active duty personnel are met to qualify them for worldwide duty. The Dental Squadron Commander will determine to what extent family members and retired military members' treatment may be provided. This treatment is based on mission requirements, space availability, and the capabilities of the dental professional staff.

### **5.2. Active Duty:**

5.2.1. Personnel in dental class 3 and 4.

5.2.2. Personnel on flying status, special operations duty (missile crew members, controllers) space operations personnel, and personnel selected for remote or isolated duty.

5.2.3. All other active duty personnel.

### **5.3. All Others:**

5.3.1. IAW AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services Systems (MHSS)* non-active duty beneficiaries may be treated on a space-available basis only, except for emergency care.

**6. Preventive Dentistry.** This program is aimed at the whole military community as described in AFI47-101, *Managing Air Force Dental Services*. The program will include a Clinical Phase, a Community Health Phase, and Family Members Children's Phase. The following services may constitute the program.

### **6.1. Clinical Phase:**

6.1.1. Periodic dental examination.

6.1.2. Oral Prophylaxis.

6.1.3. Topical application of fluorides.

6.1.4. Plaque control management.

6.1.5. Preventive dentistry counseling.

6.1.6. Construction of sports mouthguards.

6.1.7. Smoking cessation.

6.1.8. Hypertension screening.

### **6.2. Community Health Phase:**

6.2.1. Oral Health Education.

6.2.2. Newcomers Orientation.

6.2.3. Base Newspaper Articles.

6.2.4. Assessment of availability of over-the-counter (OTC) items.

### **6.3. Family Members Children's Phases:**

6.3.1. Dental Examination.

6.3.2. Individual Oral Health Education.

6.3.3. National Children's Dental Health Month activities.

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